Process	*Maintain Catalogs - (Tree)*
Process Number	*PO - 003*

Description of Process

This process is used to create and update the item catalog trees that will be used for Statewide and other Open Contracts and Mandatory Source items.

Input to Process

Listing of Statewide Contract name and items included.

Output of Process

Item Tree

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
Create or Maintain Item Trees	Tree Manager

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: State Purchasing provides listing of contract items to the FSS personnel responsible for Tree Maintenance. A contract name, indication as to whether the contract is "Statewide" or "Agency", if it is for the initiating agency only, and whether or not the contract is inclusive or all items falling under each 5 digit NIGP related to the contract should also be provided.	State Purchasing Item Maintenance personnel.
Step 2: Navigates to the Tree Manager Menu (Go, PeopleTools, Tree Manager)	FSS Tree Maintenance personnel
Step 3: Creates or modifies an Item tree correlating to the contract. Tree Description should contain Contract Name; indication of whether SWC or Agency; and, if for a single agency's use only; the Business Unit of this agency.	"
Step 4: A dummy category should be created for the Contract using Alpha characters. Child nodes should then be added for each 5 digit NIGP category included on the contract.	"
Step 5: If all items in the system relating to each 5 digit category are included on the contract, a detail value range should be entered as follows, substituting the 5 digit NIGP for the X's: XXXXX00000 to XXXXX99999.	"
Step 6: If only certain ranges of items falling under each 5 digit NIGP category are included on the contract, then each range of 10 digit NIGP codes included on the contract must be entered separately.	"

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

APPROVAL FORM

SIGNER	ROLE	DATE
Rick Housworth	DOAS Project Lead	3/1/99
Carol Bass	THG Project Lead	3/1/99
Kyle Morton	THG Financial Analyst	3/1/99